



Log In to OTCnet Offline for the First Time

To log in OTCnet Offline for the first time, complete the following steps:

1. Double-click the **OTCnet Offline (Production or QA)** icon located on your terminal's desktop.

Or

Click **Start>Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA)**.



Application Tip

If the icon does not reside in either location, contact your **Check Capture Administrator (CCA)** to configure the offline terminal.



Application Tip

If a terminal has more than one OTCnet Offline application installed (Production or QA (training environment)), do not run both at the same time as running more than one offline client at a time will cause errors.



Application Tip

If the Offline server was not been previously started, you will first need to enter your credentials to start up the Offline server. Refer to the *Start the OTCnet Offline Server* printable job aid for more details.

2. Enter your **User ID** and temporary **Password** in the appropriate text boxes, and click **Log In**. The *Set Permanent Password* page appears.



Application Tip

If you are a **Check Capture Administrator** and this is the first time logging into OTCnet Offline or need to download user profiles, click the **Retrieve Admin Profile** link.

3. Enter your temporary **Password**, **New Password**, and **Re-Enter New Password**.

**Application Tip****Password Criteria**

- Must be at least 8 characters long
- Must contain at least one upper case letter
- Must contain at least one lower case letter
- Must contain at least one numeric character
- Must not have more than two repeating characters.
- Must not repeat any of your last ten passwords.
- Must not have been your password during the last ten days
- Must not be a word in a language, slang, dialect, or jargon
- Must not be related to personal identity, history, environment, or other personal associations
- Must not be shared or displayed in plain view.

4. Click **Save**. A confirmation page appears stating your new password has been set.

**Application Tip**

After the profile is successfully downloaded and password was reset, you will be prompted to log in to the system with your new password.

**Application Tip**

To stop the OTCnet Offline application, click **Start Menu>Programs> OTCnet Offline (Production or QA)>Stop OTCnet Offline (Production or QA)**. Stopping the OTCnet Offline application ensures the application is completely closed and that your OTCnet session is terminated securely. It is recommended that after stopping OTCnet Offline, wait at least one to two minutes before restarting.

**Application Tip**

If a terminal has more than one **OTCnet Offline** application, be sure to stop the correct version of the OTCnet Offline application (**Stop OTCnet Offline Production or QA**).